

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120097-8
REPORTS INVENTORY

DDS/OL/SD 39

PREPARE IN DUPLICATE

☐ ~~XXXXXX~~ STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

Reimbursable Employees Report

2. TYPE
OF
REPORT☒

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

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PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc)

8. ADP PROCESSING

☐

YES

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

TWX Typed Format

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NO

Administrative Instructions from
Supply Division

10. PREPARING COMPONENT (include lowest level contributing information to report)

Office of Director Special Projects

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-7	4.93		1/2		2.47		12		29.64

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$29.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required to advise number of employees on duty and authorized ceiling.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

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RETAIN AS IS

☐

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

6 October 1970

10N

18. EXTENSION

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